

Information for 2016 Small and Rural Libraries Conference Attendees

Updated, 2-18-16

Who Should Attend

Members of the Michigan library community are welcome to attend the event. This event is geared particularly to library staffs and trustees from public libraries serving populations of 25,000 or fewer. Please review the preliminary program for more information about speakers and session content.

Time and Location

The conference will be held at Grand Hotel in on Mackinac Island, Michigan, Wednesday, May 4 through Friday, May 6, 2016. Registered attendees can pick up their registration materials beginning at 9:00 am on Wednesday, May 4. The conference will begin with an opening luncheon at 12:00 pm on Wednesday in the Main Dining Room of the hotel. The conference will conclude at the end of lunch on Friday, May 6 at 1:30 pm. An optional carriage tour on the island is available after lunch on Friday.

Program

The preliminary schedule is available on the [Small and Rural Libraries Conference](#) web page and at the end of this document. Detailed session descriptions will be posted at a later date. Check back regularly for more detailed information on individual sessions.

Registration

Attendees, members of the Michigan library community, must register online at <http://www.solutionwhere.com/lom/cw/main.asp>. Each person registering for the conference needs an account in the online CourseWhere system. If multiple staff members from a library plan to register for the event each person must create their own account to register. Confirmation emails and updates will be sent through the registration system and to the email provided in your registration profile. There will be no on-site registration.

Registration deadline: March 31, 2016

*** Please be aware that you will not be able to make your hotel reservations **until** you register online for the conference. Lodging reservations must be received with deposit payment at the hotel by March 31. We encourage you to register for attendance prior to the end of March so you have time to make your hotel reservations by the deadline for our room block.***

The cost of conference registration is **\$89 for the entire event**. This fee includes lunch and dinner meals during the conference, conference materials and one round-trip ferry ticket on [Shepler's Ferry](#). This does **not** include lodging at the Grand Hotel. More information about lodging can found be later in this document. It is the attendee's responsibility to make lodging arrangements for the event.

After registering online you may pay the \$89 conference registration online by credit card here: <https://www.thepayplace.com/mi/education/libofmich> The name of the attendee must match the name of the attendee you list with payment information. Billing name and address may be a different individual or organization. Please also use the code provided on the PayPlace page when paying by

check.

If you are paying by check or money order, please make it payable to: State of Michigan. To pay by check, print out your registration confirmation email or the confirmation screen and send with a check/money order to:

Workshop Registration – MDE
Attn: Chief Cashier
P.O. Box 30106
Lansing, MI 48909

Cancellations with a full refund for workshop registration will be accepted until April 8. Questions regarding a cancellation? Please contact Mary Anne Smith or 517-373-1580. For hotel cancellations see information below under Lodging. The Library of Michigan does not handle hotel reservations, cancellations or hotel billing issues for this event.

Lodging

Attendees will receive a link to a hotel reservation form when they register for the event. This form must be completed and provided directly to the Grand Hotel with all requested information and necessary deposits to complete your reservation.

The Grand Hotel has offered attendees a rate of \$129.00 daily, per room (up to four people). A continental breakfast is included for hotel guests attending the conference. Attendees have the option to carry over their stay Friday night at the conference group rate, based on availability.

Completed reservation forms must be received at the Grand Hotel by March 31 to qualify for the conference block rate.

Deposit Policy: A deposit of either one night's stay or the full stays room charge must accompany your reservation form in order to hold room reservations. The hotel accepts reservations and deposit via the form provided with your registration. Please review the form.

The rate utilized for the meeting is a flat, run-of-the-house plan, meaning guest rooms will be reserved in priority order according to the date a reservation form is received by Grand Hotel.

Check-in time: After 4:00 p.m. **Check-out time:** Before 11:00 a.m.

No Tipping: Tipping to any employee anywhere within Grand Hotel is not required, expected or permitted. There is tipping at the following offsite restaurant locations: The Gate House, and Cawthorne's Village Inn.

Note: Michigan 6% Sales Tax applies to all charges. There is also a 2% Mackinac Island Assessment charge on the daily room rate. There is a one-time charge of \$8.00 per person for transfer of luggage from the dock to the Hotel and return. Taxi transportation to and from the boat docks and the Hotel is not included in the daily rate.

The block of rooms being held for this meeting is based on estimated attendance. Please make your reservation as promptly as possible. Requests received after the block is filled will be contacted and given an option of being placed on a waitlist. The waitlist is not a guarantee of a room.

All rooms in the block that have not been reserved 30 days in advance of the meeting, will be released for other guests. Individual group reservations are subject to a 10-day cancellation policy. Reservation deposits will be refunded if cancelled 10 or more days prior to arrival, less a \$45.00 processing fee. Reservations cancelled less than 10 days prior will forfeit the room deposit.

Once a guest confirms a departure date upon check-in, should check-out occur earlier than agreed, there will be a \$129.00 charge.

Guests of Attendees

This event is for offered by the Library of Michigan for members of the Michigan library community and is subsidized by funds from the Library of Michigan Foundation and the Institute of Museum and Library Services. **We ask that you not register guests as attendees.** Please use the methods below to accommodate guests you may bring with you to the site such as family members of friends that would like to join attendees for meals at Grand Hotel.

Guest(s) may join us for the conference meals by completing a special form to pre-order meals from the hotel. Payment for non-attendee meals will be added to the attendee's Grand Hotel **hotel room bill**. Cost for attendee guest meals are \$19 for lunch and \$30 for dinner. Please make these arrangements by March 31. Breakfast meals at the hotel are included with your conference hotel lodging costs. (The Guest Meal Order Form can be found at the end of this packet.)

Guests will be provided a name badge to allow them to enjoy free entrances to Fort Mackinac and the Richard and Jane Manoogian Mackinac Art Museum courtesy of Mackinac Island Historic Parks for the duration of the conference.

Guests of attendees are welcome to participate in the Optional Tours provided by Mackinac Island Carriage Tours. Details on ordering tickets are at the end of the Attendee Information Packet.

Ferry Service

Please review the ferry schedule before making your hotel reservations. The 2016 schedule will be posted in February. Conference registrants will receive one round-trip ticket on [Shepler's Mackinac Island Ferry](#). The schedule for ferry departures to and from the island is provided in this packet and will appear on the company's website closer to the date of the event. Please note the dates and times for your own schedule to and from the island.

Attendee's tickets will be provided at the ***Shepler's Ferry Ticket Window in Mackinaw City***. You will need to provide your name, used on your conference registration, in order to pick up your ticket.

Parking arrangements with Shepler's will need to be made individually by each attendee. We encourage you do this online before arrival at the dock in Mackinaw City by visiting Shepler's online at [sheplersferry.com](#). You can also make arrangements when you pick up tickets at the Will Call window at the ticket office. There are three options for overnight parking; an open lot that is free for up to five nights; a secured, fenced lot for \$15.00 per night (includes Drop Off Service); and an indoor lot for \$30.00 per night (includes Drop Off Service). ALL overnight parking is about 3 – 4 blocks from the dock. Drop Off Service is offered to take the car to the lot of the guest's choice and bring it back upon their return from the Island. The cost for the Drop Off Service to the free, open lot is a onetime charge of \$10.00.

Please note that the ferry schedules are limited this early in the season. Ferry operation begins in Mackinaw City on April 21st with a limited schedule and starts out of St. Ignace on April 29th. Starting on April 29th, both out of Mackinaw City and St. Ignace ferry departures will be available every hour on the ½ hour starting at 7:30 a.m. Please see the ferry schedule to review all ferry departure times.

Recommendations for Transport to Hotel

Attendees can walk from the ferry dock to the hotel. The walk is approximately .7 miles and takes about 15 minutes. Attendees may also choose to take a horse-drawn taxi from the dock to the hotel. The cost of a taxi ride one-way is approximately \$4.75. Attendees will leave their luggage with the ferry company on the Mackinaw City dock and it will be transported directly to the Grand Hotel and arrive at their rooms after check-in time. Since you will be without your luggage for the duration of the ferry ride until after hotel check-in, we recommend that you keep a small bag with any personal items you may need.

Meals

The event registration covers five conference meals including: Wednesday lunch and dinner; Thursday lunch and dinner; and Friday lunch. Attendees wanting meals must mark their choices of meal or no meal on the online registration form. If you have dietary restrictions, such as vegetarian, please note this during online registration.

A continental breakfast buffet in the Main Dining Room is included in the room rate for those lodging at the Grand Hotel. Attendees not staying at the Grand Hotel have the option of eating breakfast at other open restaurants on the island or their hotel.

Breaks and refreshments will be provided to workshop participants. If you do not plan to join the group for a meal, please mark that as your choice on the online registration. Attendees will receive meal tickets in their packets at the on-site registration table. The Library of Michigan staff members are **not** able to accept payment on-site for meals.

Please remember that a limited number of restaurants will be open on the island in the pre-season. Guests of attendees may join the group for conference meals by pre-ordering using a form provided at the end of this packet. Payment for non-attendee meals will be added to the attendee's Grand Hotel room bill. Cost for attendee guest meals are \$19 for lunch and \$30 for dinner. Please make these arrangements by March 31 using the Guest Meal Order Form found at the end of this packet.

Carriage Tours

Two carriage tour options are available for attendees and their guests by Mackinac Island Carriage Tours. The first option Thursday afternoon at 3:30 pm and ending before dinner. The second option is on Friday at 1:45 pm after the closing luncheon. Find descriptions and online registration information at the end of this document. The **deadline to register** for carriage tours is **April 8**. Tours must meet a minimum number of participants to depart. Registration for tours is available online here: Payment must be by credit card and tickets are \$26 per person.

Other Island Activities

[Mackinac State Historic Parks](#) is providing all conference attendees and their guests with free entrance to Fort Mackinac and the Richard and Jane Manoogian Mackinac Art Museum for the duration of the

conference. Please show your conference name badge for entrance to both these attractions on the conference dates.

Weather

Since we will be on the island in early May we recommend that you pack for a variety of temperatures. Even though the ferry ride is less than 15 minutes the wind and waves can be unpredictable so pack accordingly. As always, conference meeting rooms tend to be chilly, so please bring a sweater for events in the hotel. The months May on Mackinac Island is characterized by rapidly rising daily high temperatures, with daily temperatures averaging 37°F to 58°F for the days of our stay.

Attire

Business casual dress for the conference at the Grand Hotel is appropriate during our stay. No tank tops, halter tops, or cut-off shorts are permitted at the hotel. We are visiting prior to the season opening so evening attire after 6:30pm is **not required Tuesday through Thursday evenings**. Please remember that their season opens on Friday, May 6. If you are extending your stay evening wear is required in all areas of the hotel after 6:30 pm. Evening wear includes: dress, skirt and blouse or pantsuit for ladies, and coat, necktie and dress pants for gentlemen. No denim please.

Great Basket Giveaway

This year's Hospitality Committee would once again like to have the "Great Basket Giveaway" at the Rural Library Conference. Baskets can be big, small, or in between. A bottle of wine and a book can be a basket. Choose a catchy theme for your basket if you wish! Baskets can be from your library, cooperative, a business, or an individual. Please add a label with the theme, the donor and donor's address. Some individuals like to send a thank you. If you are willing to bring a basket, please email Joann Crater at director@hudsoncdl.org. Contact Joann with any questions you might have about the Great Basket Giveaway.

Additional Information

All attendees will receive a conference bag, nametag, meal tickets, when they arrive and on-site. Attendees can pick up registration materials in the Art Gallery on the main level of the hotel on Early pick up is on Tuesday from 8pm to 9pm. Attendees will receive reminders and updates via email prior to the event.

Questions? Call us at 877-479-0021 - toll-free in MI

General event - Evette Atkin atkine@michigan.gov Shannon White whites29@michigan.gov

Registration – Mary Anne Smith smithm99@michigan.gov

2016 Loleta Fyan Small and Rural Libraries Conference Carriage Tours

Conference attendees and guests of attendees will have the opportunity to participate in two optional tours during the conference. Please register and submit payment by credit card online by **April 8** to participate in these tours. No refunds after **April 8**. A **minimum of 20** participants are needed for each island carriage tour. If we don't have the minimum by the deadline we will issue you a refund.

Purchase tickets for tours by credit card online: <http://bit.ly/1ZwifsH>

Mackinac Island Carriage Tour #1

Thursday, May 5, 3:30 pm to 5:15 pm

This tour provided by Mackinac Island Carriage Tours. Participants will depart from and return to the Grand Hotel. This fully narrated tour of Mackinac Island begins at the Grand Hotel and includes the following points of interest; the Surrey Hill area, the State Park area, Arch Rock, the East Bluff, and downtown. The tour will end at the Grand Hotel. (Surrey Hills Museum will not be open at the time of our visit.)

Tickets are \$26.00 per adult

Mackinac Island Carriage Tour #2

Friday, May 6, 1:45 pm to 3:30 pm

This tour provided by Mackinac Island Carriage Tours. Participants will depart from and return to the Grand Hotel. This fully narrated tour of Mackinac Island begins at the Grand Hotel and includes the following points of interest; the Surrey Hill area, the State Park area, Arch Rock, the East Bluff, and downtown. The tour will end at the Shepler's Ferry dock. (Surrey Hills Museum will not be open at the time of our visit.)

Tickets are \$26.00 per adult

You will receive confirmation via email upon purchase and details on the tours in April.

Attendees and guests of attendees must make reservations and purchase tickets by April 8.

Purchase tickets for tours online: <http://bit.ly/1ZwifsH>

Pre-Order Meals for Guests of Conference Attendees
2016 Loleta Fyan Small and Rural Libraries Conference

Guests of conference attendees may join the group for meals by pre-ordering meals with this form. You must provide the name of the person the hotel reservation is under. The costs of meals will be added to your Grand Hotel lodging bill. You will receive meal tickets for your guests in your conference attendee packet.

The Library of Michigan cannot accept payment for non-attendee meals and we will not accept funds or orders for these meals on-site at the conference. Meal counts must be provided to the hotel prior to our arriving on the island.

Other dining options may be available and we encourage you to visit <http://www.mackinacisland.org/> for more information on availability and hours during the pre-season.

Please complete the form below and return it to smithm99@michigan.gov or fax to (517) 373-5700.

The deadline for pre-orders is March 31, 2016. Please fill out form completely.

Meals	Entree and Price	Price	Date/Time
	Atlantic Salmon	\$19/per person	Wednesday, May 4 LUNCH
	Marinated Chicken Breast	\$30/per person	Wednesday, May 4 DINNER
	Boxed Lunch, Turkey Sandwich	\$19/per person	Thursday, May 5 LUNCH
	Beef Medallions	\$30/per person	Thursday, May 5 DINNER
	Stuffed Chicken Breast	\$19/per person	Friday, May 6 LUNCH

Dietary restrictions: _____

Hotel reservation is under the name of: _____

Name of registered attendee (if different than hotel reservation): _____

Name(s) of guests: _____

Street Address: _____

City, State, Zip: _____

Telephone: _____ Email: _____

Comments: _____